

SHIAWASSEE COUNTY

JUDICIAL SERVICE OFFICER/ENFORCEMENT OFFICER

GENERAL SUMMARY

Under the supervision of the Friend of the Court, manages the Friend of the Court child support and parenting time caseload. Reviews files and complaints regarding support and parenting time. Responds to correspondence; enforces support, parenting time and custody orders; drafts court orders; appears in Court on Show Cause and Bench Warrant hearings; performs related duties as assigned.

ESSENTIAL FUNCTIONS

Investigates complaints regarding support and parenting time matters, may involve reviewing the file, meeting with parties, and attempting to resolve the matter.

Reviews files to determine need to initiate enforcement action on delinquent payors, may include sending letters requesting an office appearance, initiating orders to show cause, and initiating bench warrants.

Conducts hearings with parties to attempt to resolve disputes concerning compliance with child support, medical provisions and parenting time provisions of court orders. Negotiates agreements for compliance with court orders.

Responds to inquiries of parties and attorneys involving support and parenting time provisions or enforcement procedures. Interprets related provisions of court orders. Meets with clients on a walk-in basis.

Enforces medical provisions of court orders with responsibility for securing court ordered insurance coverage and payment of health care expenses for dependent children.

Conducts interviews and investigations. Drafts court orders that reflect voluntary settlements or are a result of interviews and investigations.

Monitors all warrants issued related to support cases and ensures the accuracy of the outstanding warrants. Maintains files and information on cases with bench warrants.

Maintains contacts with law enforcement agencies to coordinate enforcement efforts.

Appears in court to present information at arraignments, show causes, and bench warrants.

EDUCATION, TRAINING AND EXPERIENCE

Possession of a Juris Doctor Degree from an American Bar Association accredited law school preferred.

Possession of a four-year degree from an accredited college/university is required.

Previous experience in Family Law arena is preferred.

PREFERRED EXPERIENCE

Knowledge of legal terminology, proceedings and the Court system in the State of Michigan.

Knowledge of child support enforcement methodology and Friend of the Court policies.

Ability to make decisions in accordance with laws, regulations and established policies and procedures.

Ability to function as part of a team.

Ability to interact with clients on highly personal/heated matters.

Effective written and oral communication skills.

Computer programs proficiency, including Word and Excell.

Ability to perform job functions with minimal direction.

OTHER REQUIREMENTS

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

SALARY

\$37,000-\$40,000

Benefit package of 35th Judicial Circuit Court Employees' Association.

CONTACT

Send resume to Shiawassee County Friend of the Court, 208 N Shiawassee, Corunna 48817.

Position Closes: March 7, 2008.